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Ginger Yarbrough

EXPERIENCE

09/09-Present

Cedar Park Center (Hockey and Event Center) Cedar Park, TX

Receptionist

Responsibilities include answering phones, greeting clients, scheduling meetings, data entry, calendar management, and other clerical duties as needed.

09/08-08/09

Dillard's-Cedar Park, TX

Counter Manager/Clarins Cosmetics Sales

Responsibilities include **Customer Service** and **Sales**, arranging visuals to promote **sales**, planning events to generate revenue for cosmetic line as well as calling customers on a regular basis to introduce new products.

Administrative Duties included using CAD computer system for organization of client base.

11/06-8/08

**J Connor Consulting – Leading Oil and Gas Regulatory Firm
Houston, TX**

Administrative Assistant

Responsibilities include very detailed work related to oil well drilling, such as **data entry** of daily well reports and interpreting abbreviations used by drilling engineers. Duties also require knowledge and preparation of Federal documents in relation to drilling offshore. Proper distribution of documents is crucial and time related. Additional **Administrative** duties as requested. Phone contact with clients on a daily basis. (**Receptionist** duties included **Customer Service**, greeting clients, answering **multiline phone system**, maintaining conference rooms, scheduling appointments, faxing, general **clerical** as required)

7/05-10/06

**Siemens Energy and Automation and Burkhart Compression
Temporary Assignments
Houston TX**

Receptionist

Responsibilities include but not limited to managing **front desk phone systems**, scheduling meetings, faxing, filing, **data entry** and other clerical duties.

01/04-05/05

**Oak Crafters Furniture Store
Houston, Texas**

Customer Service/Client Services

Answered phones, checked credit for potential customers, direct contact with Sales staff, greeted customers, arranged furniture delivery and pick-up, **data entry**, clerical duties as needed

01/00-10/03

**Katy Independent School District
Curriculum and Staff Development
Katy, TX**

Clerk/Secretary

Responsible for supporting instructional officers in the following areas and maintaining all department administrative operations as well as: **Created and coordinated meetings** and sessions through **calendar management** for prospective clients and staff. Provided training to staff development clerks. Managed department **event planning**. Performed **Data Entry** for on line catalogue. Arranged conference calls.

Managed payroll for Private Music Teachers, including **invoicing accounts receivables, deposits** and reconciliations. Maintained monthly reports for payables and receivables. Performed **Data Entry** and maintained attendance sheets. Acted as the Liaison for complex issues involving students and curriculum

03/1997-10/1999

**Conoco - Third Largest Integrated Energy Company in the US/Crude Oil Division
Houston, TX**

Administrative Assistant

Administrative duties included: Supporting the accounting division with a variety of **database related duties** in the following area: **Posted Accounts Receivables Invoices, confirmed Net Out** positions with 10 major accounts on a monthly basis as well as identified discrepancies and made corrections while maintaining client relations.

Reconciled and confirmed Net Out amount with outgoing and incoming wires. Compared General Ledger accounts with confirmed Net Out amounts and adjusted if necessary. **Prepared and entered contracts into database and spreadsheets.**

04/1994 – 12/1996

**Remax Westside
Houston, Texas**

Real Estate Sales Assistant

Responsible for assisting in all areas of clerical and administrative as well as pulling up listings, showing houses, **Customer Service**, greeting potential clients and keeping up with all duties from start to finish of real estate sales. Worked closely with Real Estate Agent and assisted in sales.

07/1990 – 08/1993

**Savings of America-Savings and Loan Institution
Houston, Texas**

Teller/New Accounts/Customer Service

Responsible for giving excellent **Customer Service**, posting payments, deposits, reconciled cash drawer, greeted customers, opened New Accounts, general ledger account, filing and General Office Duties.

08/1984 – 05/1986

**Fort Bend Independent School District
Missouri City, Texas**

Instructional Aide-7th Grade Reading Lab

Assisted teacher with students during school hours with distributing school materials, setting up special projects and presentations, handled all clerical work as needed such as grading papers and data entry into computer. Responsible for students in a classroom setting at all times.

Education

HS Diploma-Brazosport Senior High
Brazosport Junior College-Undergraduate Courses

Microsoft Office /Microsoft Word/Microsoft Excel/